
EQUAL OPPORTUNITY/EQUITY ASSURANCE

Mission:

To assist in creating a business environment where firms desiring to do business with the City can do so in an inclusive atmosphere and services to our internal and external customers are accessible and delivered in an equitable manner.

PROGRAM DESCRIPTION

Equal Opportunity and Equity Assurance**\$430,494****6 FTEs**

The Department of Equal Opportunity/Equity Assurance is responsible for the implementation of the City's Equal Business Opportunity Program (EBOP). Responsibilities include:

- Recruitment of small disadvantaged business enterprises (SDBEs) as eligible to participate in the EBOP.
- Certification of businesses to service city contracts in the areas of construction, professional services, supplier/vendor and non-professional services.
- Maintenance of the SDBE system of all currently certified businesses.
- Business development through the provision of technical assistance and support.
- Staff support to the EBOP Advisory Committee.
- Project identification for potential contracting opportunities from city departments.
- SDBE participation goal setting.
- Compliance determination.
- Monitoring of SDBE participation in city contracting activity.
- Quarterly and annual reporting of participation.
- Monitoring city compliance with SB 914 reporting requirements.

RESOURCE ALLOCATION

	Actual FY 2003-04	Adopted FY 2004-05	Estimated FY 2004-05	Adopted FY 2005-06	Change
Appropriations					
Personal Services	\$ 331,831	\$ 382,662	\$ 391,971	\$ 396,070	3.5%
Operating	22,685	38,129	34,555	34,424	-9.7%
Capital	-	-	-	-	-
Total Appropriations	\$ 354,516	\$ 420,791	\$ 426,526	\$ 430,494	2.3%
Full Time Equivalents	6	6	6	6	0
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 354,516	\$ 420,791	\$ 426,526	\$ 430,494	2.3%
Program	-	-	-	-	-
Total Revenues	\$ 354,516	\$ 420,791	\$ 426,526	\$ 430,494	2.3%

BUDGET ISSUES FOR FY 2005-06

- Maintain current departmental funding level to fulfill the responsibilities of the EBOP.
- Continue Mentor-Protégé Program initiated last year.

UNFUNDED OR UNDERFUNDED ITEMS

- | | |
|--|-----------|
| • Comprehensive Business Development Program | \$250,000 |
| • Disparity Study | \$250,000 |

COMPLETED INITIATIVES FOR FY 2004-05

- Developed training module and conducted training program for project managers on the monthly and annual reporting requirements with regards to SDBE payment monitoring.
- Actively sought business opportunities for certified SDBE firms in the American Tobacco Project.
- Developed an area SDBE Network to enhance business opportunities for City certified SDBEs.
- Held successful Minority Enterprise Development Week activities that included a youth entrepreneurial program attend by more than 100 public school students, an educational program attended by 75 business owners and a networking event with more than 278 attendees.
- Implemented the Mentor-Protégé Program.
- Designed new Equal Business Opportunity Program Brochure.
- Implemented "SDBE Spotlight" to familiarize city departments and the general public with minority and women small disadvantaged businesses certified by the City.

DEPARTMENT INITIATIVES FOR FY 2005-06

- Implement bid/proposal opportunities fax to encourage SDBE in contracting activity.
- Seek business opportunities for certified SDBE firms in the Barnes Avenue, West Village and Performing Arts Theater projects.
- Extend the Equal Business Opportunity Program.
- Continue Mentor-Protégé Program.
- Increase the numbers of SDBEs.
- Increase the dollar amounts of awards to SDBEs in City Contracts.

GOALS, OBJECTIVES & STRATEGIES FOR FY 2005-06

GOAL: *To continue the new Equal Business Opportunity Ordinance (EBO).*

OBJECTIVE: To provide bid/proposal opportunities to SDBEs via fax by June 30, 2006.

STRATEGY: Collect bid/proposal information, design fax and establish broadcast fax of SDBEs.

MEASURE:	Actual FY 2004	Adopted FY 2005	Estimated FY 2005	Adopted FY 2006
# of bid/proposal opportunities faxes sent	0	0	0	20

OBJECTIVE: To monitor the amount of contracting dollars awarded to SDBE firms in accordance with the EBO ordinance by June 30, 2006.

STRATEGY: Seek and make available economic and business development opportunities for SDBE firms.

MEASURE:	Actual FY 2004	Adopted FY 2005	Estimated FY 2005	Adopted FY 2006
% dollars spent with MSDBEs in professional services	24%	15%	15%	15%
% dollars spent with MSDBEs in construction	21%	15%	15%	15%
% dollars spent with WSDBEs in Professional services	2%	5%	5%	5%
% dollars spent with WSDBEs in construction	2%	5%	5%	5%